

Apply for a New Catcher Seller Permit via Revenue Online

Accessing Revenue Online

Go to the Revenue Online webpage located here: <https://online-tax.alaska.gov/ATP/WebDoc/>

Under the Quicklinks Section select “Apply for a New License”

The screenshot shows the Alaska Department of Revenue - Tax Division Revenue Online webpage. The page has a blue header with the State of Alaska logo and navigation links: myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, and State Employees. Below the header is a dark blue banner with the Alaska Department of Revenue - Tax Division logo and the text "Revenue Online".

On the left side, there is a "Menu" section with links: Home, Back, Help. Below it is a "Navigation" section with a "Logon" link.

The main content area features a large banner image of a mountain landscape. Overlaid on the banner is a white box with the text "Click on 'Apply for a New License'". Below the banner is a "QUICK LINKS..." section with a list of links: Apply for a License, Search for a License, View Tax Division Reports, View Tax Division Forms, Read About the Tax Programs, Read About the Tax Division, and Retrieve a Submission. A red arrow points to the "Apply for a License" link.

To the right of the Quick Links section is a "FREQUENTLY ASKED QUESTIONS" section with links: What is Revenue Online?, Who can use Revenue Online?, What are the Benefits of Signing Up?, and More....

On the far right is a "LOG ON" section with fields for Username and Password, both marked as "Required". Below the fields are buttons for "Logon", "Forgot Username?", and "Forgot Password?".

Below the Log On section is an "ENROLL NOW TO..." section with a list of links: File or Amend a Return, File a License Renewal or Application, Make a Payment, Manage Account Information, Print Returns and Applications, View Letters, Payments, and Balances, Send Secure Messages, and And More!. Below the list is an "Enroll Now" button.

At the bottom of the page, there is a warning message: "Warning: As a security feature, this application will time out after 20 minutes of inactivity. Your information will NOT be saved after this time out." Below the warning are links for "Tax Home", "Revenue", and "Contact Us".

The footer of the page contains the text "State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees" and "State of Alaska © 2013 Webmaster".

When selecting an application, please be sure to select “New Fisheries Business License”

After reviewing the posted information hit the blue “Next” button at the top of the webpage

Start the Application Process

Continue to Apply for a New Permit by confirming your application and hitting the “Next” button

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

Alaska Department of Revenue - Tax Division
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FISHERIES BUSINESS APPLICATION

CLICK HERE FOR INSTRUCTIONS

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☒ Yes, I want to apply for a new license/permit
☐ No, I have an existing license/permit that I want to renew

1. Click Yes Button

2. Click Next Button

Make sure to select the year for which you are applying and then click on the next button

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CLICK HERE FOR INSTRUCTIONS

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FILING PERIOD

Select the filing period that you wish to apply for from the list below.

Period Begin	Period End	Select this License Period
01-Jan-2015	31-Dec-2015	<input type="radio"/>
01-Jan-2016	31-Dec-2016	<input checked="" type="radio"/>

2 Rows

1. Select year for which you would like to apply for your permit

2. Click the next button

After clicking the next button, the following screen will appear:

The screenshot shows the 'Applicant Information' form for the 'DECEMBER 2016 - FISHERIES BUSINESS APPLICATION'. The form is titled 'Revenue Online' and includes a navigation menu on the left with options like 'Menu', 'Home', 'Back', 'Help', 'AKT', 'ATT', 'Data: slhutter', 'RunDate: 26-Oct-2015', 'Navigation', 'Logon', 'Request', and 'Attachments'. The form itself has a 'Previous' button, a 'Next' button, and 'Save and Finish Later' and 'Cancel' buttons. The 'Applicant Information' section includes fields for 'Business Type' (a dropdown menu), 'Id' (a dropdown menu), 'Legal Name' (a text field), 'Business Name' (a text field), 'Mailing Address' (a text field), 'Street 2' (a text field), 'Unit Type' (a dropdown menu), 'Unit' (a text field), 'City' (a text field), 'ALASKA' (a dropdown menu), 'ZIP Code' (a text field), 'Foreign Country' (a dropdown menu), 'USA' (a text field), 'Contact Type' (a dropdown menu), 'Name' (a text field), 'Email' (a text field), 'Phone Type' (a dropdown menu), 'Country Code' (a dropdown menu), 'Area Code' (a text field), 'Phone #' (a text field), and 'Ext.' (a text field). A 'Required' label is next to the 'Business Type' dropdown menu.

You will first need to select a "Business Type" to continue

This screenshot shows the same 'Applicant Information' form, but with the 'Business Type' dropdown menu open. The dropdown menu lists several options: 'Association', 'Corporation', 'Individual', 'Limited Liability Company', 'Limited Liability Partnership', 'Partnership', 'S-Corporation', and 'Sole Proprietor'. A red circle highlights the 'Individual' option. A red arrow points to the dropdown arrow, with a callout box that says '1. Click on the arrow to display the drop down menu'. Another red arrow points to the 'Individual' option, with a callout box that says '2. Select Individual option as the business type'. The 'Required' label is still present next to the dropdown menu.

Completing Applicant Information Page

NOTE: Orange squared boxed indicate required fields

1. Select SSN as ID type
2. Enter SSN
3. Enter Name
4. Enter Mailing address

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APPLICANT INFORMATION

Business Type Individual

Id Id Required

Legal Name

Business Name Federal Employer Id Social Security Number

Mailing Address Mailing Address

Street 2 **Unit type** **Unit**

City **ALASKA** **ZIP Code**

Foreign Country ☐ **USA**

Contact Contact Type

Name

Email

Telephone Number

Phone Type	Country Code	Area Code	Phone #	Ext.
Required	1			
	1			
	1			

1. Click the arrow to display the drop down menu. Select "Social Security Number" option

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APPLICANT INFORMATION

Business Type

Individual

Id

Social Security Number

444-44-4444

Legal Name

FISHERMAN

STEP 3

JOE

M.I.

M.I.

Title

Suffix

Suffix

Business Name

Business Name

Mailing Address

123 EASY ST

STEP 4

Street 2

Unit Type

Unit

JUNEAU

ALASKA

99801-0000

Foreign Country

USA

Contact

Contact Type

Name

Email

Required

Telephone Number

Phone Type

Country Code

Area Code

Phone #

Ext.

Required

1

1

1

5. Click arrow to display drop down menu and select the "Individual" option

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APPLICANT INFORMATION

Business Type

Accountant

Audit Contact

Business Owner

Corporate Officer

Director

Employee

Individual

Member

Partner

Power of Attorney

President

Seasonal

Trustee

Id

44-4444

Legal Name

M.I.

M.I.

Suffix

Suffix

Business Name

Mailing Address

Unit Type

Unit

ALASKA

99801-0000

USA

Contact

Name

Email

Required

Telephone Number

Phone Type

Country Code

Area Code

Phone #

Ext.

Required

1

1

1

5. Click the arrow to display the drop down menu and select the "Individual" option

6. Click arrow to display drop down menu and select appropriate option for telephone number.

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APPLICANT INFORMATION

Business Type Individual

Id Social Security Number 444-44-4444

Legal Name FISHERMAN

JOE M.I. M.I.

Title Title Suffix Suffix

Business Name Business Name

Mailing Address 123 EASY ST

Street 2 Unit Type Unit

JUNEAU ALASKA 99801-0000

USA

Contact Business Phone Fax Home Phone Mobile Toll Free

Country Code Area Code Phone # Ext.

Telephone Number

Required

STEP 6

7. Enter phone number, area code first, then remaining portion of phone number

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APPLICANT INFORMATION

Business Type Individual

Id Social Security Number 444-44-4444

Legal Name FISHERMAN

JOE M.I. M.I.

Title Title Suffix Suffix

Business Name Business Name

Mailing Address 123 EASY ST

Street 2 Unit Type Unit

JUNEAU ALASKA 99801-0000

Foreign Country USA

Contact Individual

JOE FISHERMAN

JOEFISHERMAN@EMAIL.COM

Phone Type Country Code Area Code Phone # Ext.

Telephone Number Home Phone

Required

Required

Required

Format: (999)

STEP 7

8. Once Applicant information has all been completed, click the Next button at the top of the screen

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APPLICANT INFORMATION

Business Type Individual

Id Social Security Number 444-44-4444

Legal Name FISHERMAN

JOE M.I. M.I.

Title Suffix Suffix

Business Name Business Name

Mailing Address 123 EASY ST

Street 2 Unit Type Unit

JUNEAU ALASKA 99801-0000

Foreign Country ☐ USA

Contact Individual

JOE FISHERMAN

JOEFISHERMAN@EMAIL.COM

Telephone Number

Phone Type	Country Code	Area Code	Phone #	Ext.
Home Phone	1	(907)	465-6131	
	1			
	1			

Completing Endorsement Type Page

The following screen will appear:

The screenshot displays the 'DECEMBER 2016 - FISHERIES BUSINESS APPLICATION' web interface. On the left is a navigation menu with sections: 'Menu' (ATT, Home, Back, Help), 'AKT' (ATT, Data: slhutter, RunDate: 26-Oct-2015), 'Navigation' (ATT, Logon, Logon Request), and 'Attachments' (ATT, Add). The main content area is titled '2016 FISHERIES BUSINESS LICENSE - APPLICATION' and includes a 'CLICK HERE FOR INSTRUCTIONS' link. Below the title are navigation buttons: 'Previous', 'Endorsement Type' (active), 'Next', 'Save and Finish Later', and 'Cancel'. The instruction text reads: 'Select the endorsement type that you wish to apply for from the list below. *Required'. A yellow 'Required' label is positioned to the right of the instruction. A list of endorsement types follows, each with an information icon (i) and a radio button: Buyer-Exporter, Catcher-Exporter, Catcher-Processor, Catcher-Seller, Direct Marketer, EEZ Only, Floating Processor, Fish Transporter, Independent Buyer, Shore-based Processor, and Salmon Cannery. At the bottom, there are input fields for 'License Type' and 'License Fee' (displaying 0.00).

Proceed with the application by selecting the Catcher-Seller button

9. Click on the Catcher Seller Button. Once this option has been selected, 2 follow up questions will appear.

The screenshot shows the '2016 FISHERIES BUSINESS LICENSE - CATCHER-SELLER APPLICATION' form. The left sidebar contains a 'Menu' with 'ATT' (Alaska Tax Tools) and links for Home, Back, and Help. Below this is the 'AKT ATT' section with user data: 'Data: slhutter' and 'RunDate: 26-Oct-2015'. The 'Navigation' section includes 'ATT' and links for Logon, Logon Request, and Attachments. The main content area is titled 'DECEMBER 2016 - FISHERIES BUSINESS APPLICATION' and includes a 'CLICK HERE FOR INSTRUCTIONS' link. The 'Endorsement Type' section has buttons for 'Previous', 'Next', 'Save and Finish Later', and 'Cancel'. The '2016 FISHERIES BUSINESS LICENSE - CATCHER-SELLER APPLICATION' section instructs the user to select an endorsement type from a list. The list includes: Buyer-Exporter, Catcher-Exporter, Catcher-Processor, Catcher-Seller (selected), Direct Marketer, EEZ Only, Floating Processor, Fish Transporter, Independent Buyer, Shore-based Processor, and Salmon Cannery. A red arrow points to the 'Catcher-Seller' option, labeled 'STEP 9'. Below the list, there are two questions: 'Do you have a valid limited entry permit, interim, or IFQ permit (i.e. a gear card)?' and 'Will you be selling only unprocessed fish from your vessel or from another location within the state?'. The first question has 'Yes' and 'No' radio buttons, with a red arrow pointing to 'Yes' labeled 'Step 9a'. The second question has a '+' button and a radio button, with a red arrow pointing to the '+' button labeled 'Step 9b'. At the bottom, there are fields for 'License Type' (set to 'Catcher-Seller') and 'License Fee' (set to '0.00').

9a. Answer 'Yes' to the follow up question asking if you have a valid limited entry permit (gear card).

Note: Answer Yes to this question even if you have not yet renewed your limited entry permit to be able to proceed with the application.

Note: Your Catcher Seller permit will not be issued until you have renewed your limited entry permit for the application year.

9b. Answer 'Yes' unless this is not accurate. If you will be doing any other activities the Catcher Seller permit is not the right application. Please see:

<http://www.adfg.alaska.gov/index.cfm?adfg=fishlicense.definitions>

For more information or contact the ADF&G Seafood Coordinator at 907-465-6131 or dfg.seafood-coord@alaska.gov

10. Click “Next” button to continue

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Select the endorsement type that you wish to apply for from the list below.

Questions? Contact the Seafood Industry Coordinator at 907-465-6131

- ☐ Buyer-Exporter
- ☐ Catcher-Exporter
- ☐ Catcher-Processor
- ☒ Catcher-Seller

	Yes	No
Do you have a valid limited entry permit, interim, or IFQ permit (i.e. a gear card)?	<input checked="" type="radio"/>	<input type="radio"/>
Will you be selling only unprocessed fish from your vessel or from another location within the state?	<input checked="" type="radio"/>	<input type="radio"/>

- ☐ Direct Marketer
- ☐ EEZ Only
- ☐ Floating Processor
- ☐ Fish Transporter
- ☐ Independent Buyer
- ☐ Shore-based Processor
- ☐ Salmon Cannery

License Type
Catcher-Seller

License Fee
0.00

STEP 10

Note that the license fee is

Completing Additional Information Page

11. Select Calendar Note: A pop up calendar will appear:

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Intended Starting Date  Required

SEASONAL ADDRESS AND CONTACT INFORMATION


☐ Seasonal address same as mailing (permanent)


Seasonal Address

Mailing Address

Street 2 Unit Type Unit

City ALASKA ZIP Code

Seasonal Begin Date 

Seasonal End Date 

STEP 11 Click Calendar

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2016 FISHERIES BUSINESS LICENSE - CATCHER-SELLER APPLICATION

Intended Starting Date  Required

SEASONAL ADDRESS AND CONTACT INFORMATION


☐ Seasonal address same as mailing (permanent)


Seasonal Address

Mailing Address

Street 2 Unit Type Unit

City ALASKA ZIP Code

Seasonal Begin Date 

Seasonal End Date 

STEP 11 Use drop down menu to select appropriate starting date or click on the appropriate date on the calendar Ex: October 26th

12. If seasonal address is the same as permanent address, select the check box. If you would like your permit mailed to a different address than your permanent address, this is the area of the application to provide that information.

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SEASONAL ADDRESS AND CONTACT INFORMATION

☒ Seasonal address same as mailing (permanent)

Seasonal Address

Mailing Address

Street 2 Unit Type Unit Required

City ALASKA ZIP Code

Seasonal Begin Date Seasonal Begin Date

Seasonal End Date Seasonal End Date

STEP 12

13. Click Next button

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SEASONAL ADDRESS AND CONTACT INFORMATION

☒ Seasonal address same as mailing (permanent)

STEP 13

Completing Facility/Vessel Information Page

14. Enter the vessel name if the vessel has a name.

15. Enter the vessel ADF&G number (number on triangle)

The screenshot shows the 'Alaska Department of Revenue - Tax Division Revenue Online' interface. The top navigation bar includes links for 'myAlaska', 'My Government', 'Resident', 'Business in Alaska', 'Visiting Alaska', and 'State Employees'. The left sidebar contains a 'Menu' section with 'ATT' and links for 'Home', 'Back', and 'Help'. Below this is an 'AKT' section with 'ATT' and user information: 'Data: slhutter' and 'RunDate: 26-Oct-2015'. The 'Navigation' section has 'ATT' and links for 'Logon', 'Logon', and 'Request'. The 'Attachments' section has 'ATT' and an 'Add' button. The main content area is titled 'DECEMBER 2016 - FISHERIES BUSINESS APPLICATION' and includes a 'CLICK HERE FOR INSTRUCTIONS' link. The current step is 'Facility/Vessel Information', with 'Previous' and 'Next' buttons. Below this is a '2016 FISHERIES BUSINESS LICENSE - CATCHER-SELLER APPLICATION' form. The form includes a checkbox labeled 'Check this box if you will not be using a vessel' and two text input fields: 'Vessel Name' and 'ADF&G Vessel Number'. A yellow 'Required' label is next to the 'Vessel Name' field. Red arrows point to the 'Vessel Name' field with a label 'STEP 14' and to the 'ADF&G Vessel Number' field with a label 'STEP 15'.

Note: If vessel has been assigned an ADF&G number, but does not have a name enter “No Name” in the text box. The name box is a required field and will not allow you to proceed until something has been entered.

Note: There is a check box if you will not be using a vessel. Ex: set net operation. You will be required to enter text in the explanation box if the check box is checked.

Note: A catcher seller permit is not associated with a particular vessel. The catcher seller permit is associated with the individual fisherman. This means you can use your catcher seller permit to sell any fish legally caught by you, the permit holder, from multiple vessels.

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Check this box if you will not be using a vessel ☒ ⓘ

Briefly explain your intended activity

Required

Vessel Name

Required

ADF&G Vessel Number

ADF&G Vessel Number

16. Click the “Next” button

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Check this box if you will not be using a vessel ☐ ⓘ

Vessel Name

FISHING BOAT

ADF&G Vessel Number

12345

STEP 16

Fishery Resource Detail

The following screen will appear:

17. Click on the arrow to display the drop down menu listing fishery resource types. Select all applicable fishery resource types that you intend to sell as a catcher seller.

Note: A catcher seller permit allows you to sell any fishery resource for which you hold a valid CFEC interim use permit for the current year, even if not selected on this application.

18. Click the “Next” button

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Fishery Resource Information

The Fishery Resources section requires the applicant to supply information for each species that will be harvested. Use the table below to add a resource type.

	Fishery Resource Type
	Salmon

Completing the Intent to Operate Area Page

The following screen will appear:

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Intent to Operate Area

Indicate the areas where you intend to operate. You may check as many areas as you intend to operate or may operate. You are not restricted to the areas indicated on this application. If you intend to operate in federal waters (3-200 nautical miles offshore) a corresponding entry is required in the EEZ adjacent area column. More detailed information for all areas can be found on the ADF&G website at www.ct.adfg.state.ak.us. If you have additional questions, contact the Seafood Industry Coordinator at 907-465-6131.

At least one Intent to Operate Area is required

Required

Intent to Operate Area

STEP 19

* - To increase font size adjust your browser zoom settings

19. Click anywhere in the Intent to Operate Area field to display a pop up menu

20. Select the area or areas in which you intend to operate

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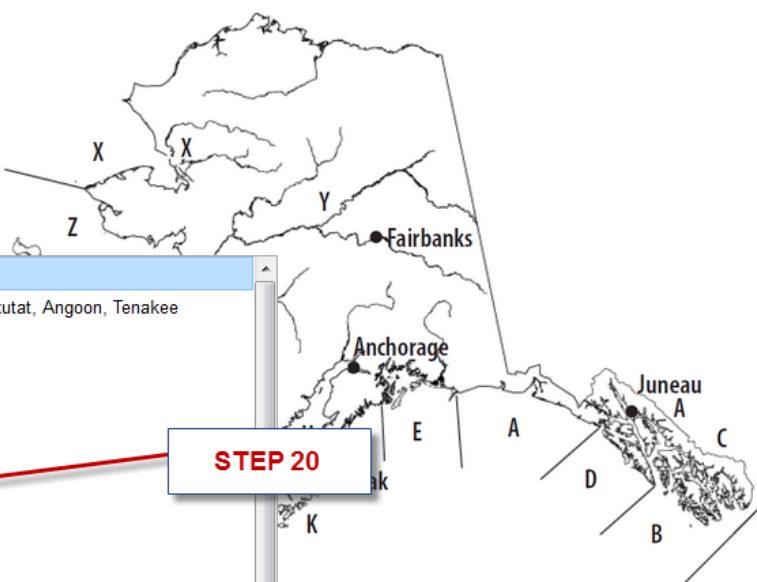
Save and Finish Later

Cancel

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Intent to Operate Area

Indicate the areas where you intend to operate. You may check as many areas as you intend to operate or may operate. You are not restricted to the areas indicated on this application. If you intend to operate in federal waters (3-200 nautical miles offshore) a corresponding entry is required in the EEZ adjacent area column. More detailed information for all areas can be found on the ADF&G website at www.ct.adfg.state.ak.us. If you have additional questions, contact the Seafood Industry Coordinator at 907-465-6131.



STEP 20


At least one area is required.

Required

- A - Juneau, Hoonah, Elfin Cove, Yakutat, Angoon, Tenakee
- B - Ketchikan, Craig
- C - Petersburg, Wrangell
- D - Sitka, Pelican
- E - Prince William Sound
- H - Cook Inlet
- K - Kodiak
- L - Chignik
- M - Alaska Peninsula
- O - Dutch Harbor
- Q - Bering Sea
- R - Adak, Western Aleutians
- T - Bristol Bay

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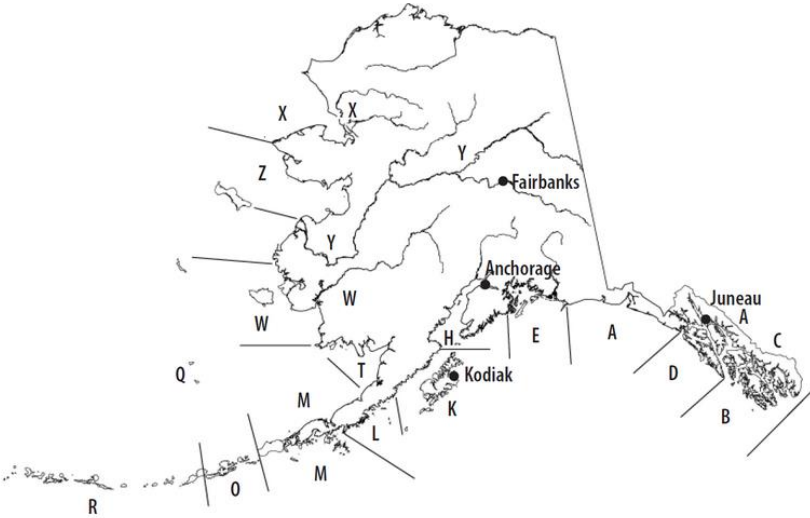
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STEP 21

Intent to Operate Area

Indicate the areas where you intend to operate. You may check as many areas as you intend to operate or may operate. You are not restricted to the areas indicated on this application. If you intend to operate in federal waters (3-200 nautical miles offshore) a corresponding entry is required in the EEZ adjacent area column. More detailed information for all areas can be found on the ADF&G website at www.ct.adfg.state.ak.us. If you have additional questions, contact the Seafood Industry Coordinator at 907-465-6131.



At least one Intent to Operate Area is required

Required

Intent to Operate Area

21. Click the Next button

20

Completing Plates and Tickets Page

The following screen will appear:

The screenshot shows the 'Plates and Tickets' section of the '2016 FISHERIES BUSINESS LICENSE - CATCHER-SELLER APPLICATION'. The page has a header with the State of Alaska logo and navigation links. A left sidebar contains a menu with 'Menu ATT', 'Home', 'Back', 'Help', 'AKT ATT', 'Data: slhutter', 'RunDate: 26-Oct-2015', 'Navigation ATT', 'Logon', 'Logon Request', and 'Attachments ATT Add'. The main content area has a title bar 'DECEMBER 2016 - FISHERIES BUSINESS APPLICATION' with a 'CLICK HERE FOR INSTRUCTIONS' link. Below this are 'Previous', 'Plates and Tickets', 'Next', 'Save and Finish Later', and 'Cancel' buttons. The 'Code Plates' section includes a link 'When do I use my code plates?', a 'Number of Code Plates Needed (Max: 100)' field with a 'Required' label, a 'Name on Code Plates (Max: 14 Characters)' field with a 'Required' label, a 'Shipping Method' dropdown set to 'USPS - Standard (No Charge)', and 'Ship Code Plates / Fish Tickets to' radio buttons for 'Permanent Address' and 'Seasonal Address'. The 'Fish Tickets' section has a text instruction: 'Select a fish ticket type from the drop down list in the first column and provide the number of books for each fish ticket type'. Below this is a table with four columns: 'Ticket Type', 'Tickets Per Book', 'Books Requested', and 'Total Tickets'.

Ticket Type	Tickets Per Book	Books Requested	Total Tickets

Code plates are the little metal tags used to imprint the code plate number (processor code) that will be assigned as your catcher seller permit number. Most fisherman receive one or two code plates. If additional code plates are needed, they can easily be obtained by contacting the ADF&G Seafood Coordinator at 907-465-6131 or dfg.seafood-coord@alaska.gov

Name on Code Plate: Most fisherman use their name or their boat name. There is not a requirement other than the name on the code plate cannot exceed 14 characters.

STEPS cont:

22. Indicate desired number of code plates

23. Indicate desired name on code plates

Shipping Method: When selecting Shipping Method “USPS-Standard” is the default option. If you are in immediate need of your catcher seller permit you can select the “pick up” option so that you will receive a phone call as soon as the permit is issued. You can still have the permit mailed to the address of your choice.

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Code Plates [When do I use my code plates?](#)

Number of Code Plates Needed (Max: 100) **STEP 22**

Name on Code Plates (Max: 14 Characters) **STEP 23**

Shipping Method [?](#)

Ship Code Plates / Fish Tickets to

☒ Permanent Address **STEP 24**

☐ Seasonal Address

Fish Tickets

Select a fish ticket type from the drop down list in the first column and provide the number of books for each fish ticket type

Ticket Type	Tickets Per Book	Books Requested	Total Tickets

* - To increase font size adjust your browser zoom settings


Warning: As a security feature, this application will time out after 20 minutes of inactivity. Your information will NOT be saved after this time out.

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Code Plates

When do I use my code plates?

Number of Code Plates Needed (Max: 100)

1

Name on Code Plates (Max: 14 Characters)

FISHING BOAT

Shipping Method

USPS - Standard (No Charge)

Ship Code Plates / Fish Tickets to

☒ Permanent Address
 ☐ Seasonal Address

STEP 24

STEP 25

Fish Tickets

Select a fish ticket type from the drop down list in the first column and provide the number of books for each fish ticket type

Ticket Type	Tickets Per Book	Books Requested	Total Tickets

* - To increase font size adjust your browser zoom settings

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24. Select Shipping Method

25. Select Shipping Address

Fish Tickets

Fish Tickets are forms provided by the department to record the harvest as specified by ADF&G. Most catcher sellers do not use more than 1 book of tickets in a calendar year. If you need additional fish tickets they can easily be obtained by visiting your local area office or contacting the ADF&G Seafood Coordinator at 907-465-6131 or dfg.seafood-coord@alaska.gov

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2016 FISHERIES BUSINESS LICENSE - CATCHER-SELLER APPLICATION

Code Plates [When do I use my code plates?](#)
Number of Code Plates Needed (Max: 100) 1
Name on Code Plates (Max: 14 Characters) FISHING BOAT
Shipping Method USPS - Standard (No Charge) ⓘ
Ship Code Plates / Fish Tickets to
☒ Permanent Address
☐ Seasonal Address

Fish Tickets
Select a fish ticket type from the drop down list in the first column and provide the number of books for each fish ticket type

Ticket Type	Tickets Per Book	Books Requested	Total Tickets
A - General Salmon			
B - Bristol Bay Salmon			
C - Crab			
G - Groundfish			
H - Herring			
J - Troll Salmon			
M - Miscellaneous Shellfish			
P - Pacific Halibut			
S - Shrimp			
T - Salmon Tender			

STEP 26

Warning: As a security measure, your session will expire after 30 minutes of inactivity. Your information will NOT be saved after this time out.

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26. Click anywhere in the “ticket type” field to display a drop down menu of available fish ticket types.

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Code Plates

When do I use my code plates?

Number of Code Plates Needed (Max: 100)

1

Name on Code Plates (Max: 14 Characters)

FISHING BOAT

Shipping Method

USPS - Standard (No Charge)

Ship Code Plates / Fish Tickets to

☒ Permanent Address
☐ Seasonal Address

Fish Tickets

Select a fish ticket type from the drop down list in the first column and provide the number of books for each fish ticket type

1 - 1 of 1

Show Errors

Ticket Type	Tickets Per Book	Books Requested	Total Tickets
A - General Salmon	25	1	0

Required

STEP 26a

* - To increase font size adjust your browser zoom settings

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26a. Indicate the number of books by type of ticket.

Note: If you require books for more than one type of fishery, repeat step 26 on the line(s) below.

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Code Plates

When do I use my code plates?

Number of Code Plates Needed (Max: 100)

1

Name on Code Plates (Max: 14 Characters)

FISHING BOAT

Shipping Method

USPS - Standard (No Charge)

Ship Code Plates / Fish Tickets to

☒ Permanent Address
 ☐ Seasonal Address

Fish Tickets

Select a fish ticket type from the drop down list in the first column and provide the number of books for each fish ticket type

1 - 1 of 1

Show Errors

Ticket Type	Tickets Per Book	Books Requested	Total Tickets
A - General Salmon	25	1	25

* - To increase font size adjust your browser zoom settings

Warning: As a security feature, this application will time out after 20 minutes of inactivity. Your information will NOT be saved after this time out.

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27. Click the "Next" Button

Completing the Application Summary Page

The following screen will appear:

The screenshot shows the 'Application Summary' page for the 'DECEMBER 2016 - FISHERIES BUSINESS APPLICATION'. The page is part of the 'Revenue Online' system, managed by the 'Alaska Department of Revenue - Tax Division'. The left sidebar contains a 'Menu' with 'ATT' (Application Tracking Tool) and links for 'Home', 'Back', and 'Help'. Below this is an 'AKT' (Application Key Tool) section with 'ATT' and a 'Data: slhutter' entry. A 'Navigation' section includes 'ATT' and links for 'Logon', 'Logon', and 'Request'. An 'Attachments' section has an 'Add' button. The main content area shows the 'Application Summary' with a 'Previous' button and 'Next', 'Submit', 'Save and Finish Later', and 'Cancel' buttons. The 'ELECTRONIC SIGNATURE' section contains two checkboxes: one for 'Once submitted, the information on this application cannot be changed by the applicant. I acknowledge that I have reviewed all information that I provided on this application.' and another for 'By checking this box, I declare under penalty of perjury that this application is true, correct, and complete given all known information.' A yellow 'Required' label points to the second checkbox. The footer includes a warning about a 20-minute timeout, links for 'Tax Home', 'Revenue', and 'Contact Us', and a copyright notice for 2013.

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ELECTRONIC SIGNATURE

☐ Once submitted, the information on this application cannot be changed by the applicant. I acknowledge that I have reviewed all information that I provided on this application.

☐ By checking this box, I declare under penalty of perjury that this application is true, correct, and complete given all known information.

* - To increase font size adjust your browser zoom settings

Warning: As a security feature, this application will time out after 20 minutes of inactivity. Your information will NOT be saved after this time out.

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In order to complete the application both check boxes on this page must be checked and then submit the application by clicking the submit button.

28. Review information and click both checkboxes

29. Click on the “Submit” button to submit the application.

The screenshot displays the 'Alaska Department of Revenue - Tax Division Revenue Online' interface. The top navigation bar includes links for 'myAlaska', 'My Government', 'Resident', 'Business in Alaska', 'Visiting Alaska', and 'State Employees'. The left sidebar contains a 'Menu' with 'ATT' and links for 'Home', 'Back', and 'Help'. Below this is an 'AKT' section with 'ATT' and user information: 'Data: slhutter' and 'RunDate: 26-Oct-2015'. The 'Navigation' section includes 'ATT' and links for 'Logon', 'Logon Request', and 'Attachments'. The main content area is titled 'DECEMBER 2016 - FISHERIES BUSINESS APPLICATION' and features a 'CLICK HERE FOR INSTRUCTIONS' link. The 'Application Summary' section has buttons for 'Previous', 'Next', 'Submit', 'Save and Finish Later', and 'Cancel'. The 'Submit' button is circled in red. Below the buttons, the 'ELECTRONIC SIGNATURE' section contains two checkboxes, both of which are checked. Red arrows point from 'STEP 28' to these checkboxes and from 'STEP 29' to the 'Submit' button. A footer note states: '* - To increase font size adjust your browser zoom settings'.

Once you have clicked on the “Submit button the following window will display:

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ELECTRONIC SIGNATURE

☒ Once submitted, the information on this application cannot be changed by the applicant. I acknowledge that I have reviewed all information that I provided on this application.

☒ By checking this box, I declare under penalty of perjury that this application is true, correct, and complete given all known information.

This action will submit your request to the Department.
Please ensure all information is correct before continuing.

Enter your email address to continue. This will act as your E-Signature.

Email

Confirm Email Required

OK Cancel

* - To increase font size adjust your browser zoom settings

Warning: As a security feature, this application will time out after 20 minutes of inactivity. Your information will NOT be saved after this time out.

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Please enter a valid email address to send a confirmation email verifying submission of your catcher seller application and click OK.

If you have successfully submitted an application the following screen will appear:

The screenshot shows the 'Revenue Online' confirmation page. The header includes the State of Alaska logo and navigation links: myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, and State Employees. The page title is 'Alaska Department of Revenue - Tax Division Revenue Online'. On the left, there is a sidebar with a 'Menu' section containing 'ATT', 'Home', 'Back', and 'Help'. Below this is an 'AKT' section with 'ATT', 'Data: slhutter', and 'RunDate: 26-Oct-2015'. The 'Navigation' section contains 'ATT', 'Ligon', 'Logon', 'Request', and 'Request'. The main content area is titled 'Confirmation Page' and contains the following text: 'Your License Application has been submitted.', 'Your confirmation number is: 0-509-214-720', 'To access this license application in the future, click on the Retrieve a Submission button in Revenue Online and use email: shellene.hutter@alaska.gov and confirmation code: 9nv44x.', 'Please write down your Confirmation Code for future reference, the Department cannot give out this code for security reasons.', 'For a copy of this confirmation page, you will need to do a screen print. If you would like a copy of your application, please select the Print button located at the bottom right-hand corner of this screen.', and a red warning: 'The submission of this application does not mean you are licensed. Your application will be reviewed by the Department and you will be notified of the status.' At the bottom right of the main content area are 'Print' and 'OK' buttons. A footer section contains a warning: '* - To increase font size adjust your browser zoom settings' and 'Warning: As a security feature, this application will time out after 20 minutes of inactivity. Your information will NOT be saved after this time out.' Below the warning are links for 'Tax Home', 'Revenue', and 'Contact Us'. The bottom of the page features a navigation bar with links: State of Alaska, myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, State Employees, State of Alaska, © 2013, and Webmaster.

From here, you can elect to print your application or not.

If you would like to confirm that ADF&G has received your application please contact the ADF&G Seafood Coordinator at 907-465-6131 or dfg.seafood-coord@alaska.gov